

# Vienna Sustainability Challenge Checklist

- for businesses with fewer than 4 employees or no outdoor property – 42 points for year 1; 3 additional points for each year following initial award
- for businesses with 4 or more employees or outdoor property – 60 points for year 1; 5 additional points for each year following initial award

I certify that \_\_\_\_\_ (organization name) has completed the following activities during calendar year \_\_\_\_\_ to earn the Vienna Sustainability Challenge award.

Signed \_\_\_\_\_

Position in organization \_\_\_\_\_

Date \_\_\_\_\_

Activity	Date Completed	Points	Total points earned
<b>Energy</b>			
Collect one year's worth of utility bills		2	
Use LEAP's free online benchmarking tool to track energy		2	
Measure the organization's carbon footprint using <a href="http://www.nature.org/greenliving/carboncalculator">www.nature.org/greenliving/carboncalculator</a> , <a href="http://www.myfootprint.org">www.myfootprint.org</a> , <a href="http://www.epa.gov/climatechange/ghgemissions/ind-calculator.html">www.epa.gov/climatechange/ghgemissions/ind-calculator.html</a> or other footprint calculator		2	
Establish an organizational energy reduction goal – 5%, 10%, 15%, etc.		2	
Conduct an indoor comfort survey with staff and discuss results – would people be comfortable with less air conditioning or heat?		1	
Set back thermostat 1 degree (cooler in winter, warmer in summer)		1	
Survey your heating, cooling, and ventilation equipment, computer equipment, and appliances (including age and relative condition)		1	
Conduct a lighting assessment		1	
Use natural lighting whenever possible		1	

Keep all outside doors closed when using heating or air conditioning	1	
Make use of task lighting to minimize overhead room lighting	1	
Install motion sensors for your indoor lighting	1 point; 1 additional point for every 3 additional sensors	
Replace 50% of incandescent bulbs with CFLs or LEDs	1	
Replace 100% of incandescent bulbs with CFLs or LEDs	2	
Put exterior lighting on timers or photo sensors	1	
Turn off exterior lighting when business is closed, or direct the lighting downward to avoid light pollution	1	
Set thermostats to recommended Energy Star settings ( <a href="https://www.energystar.gov/ia/partners/publications/pubdocs/HeatingCoolingGuide%20FINAL_9-4-09.pdf">https://www.energystar.gov/ia/partners/publications/pubdocs/HeatingCoolingGuide%20FINAL_9-4-09.pdf</a> )	1	
Set water heaters at 120 degrees Fahrenheit and add an insulation blanket	1	
Use window blinds, curtains, solar shades, or solar window screens to decrease heat in the summer and increase heat in the winter	1	
Put office machines on power strips, which are turned off when not in use, and unplug rarely used appliances	1 point; 1 additional point for every 3 additional strips	
Clean/replace HVAC filters regularly as recommended by manufacturer	1	
Ensure all air vents are unobstructed by office materials or equipment	1	
<b>Water</b>		
Review a year's worth of water utility bills	2	
Establish a baseline of your water use	2	
Establish an organization water reduction goal – 5%, 10%, 15%, etc.	2	

Meet with staff to solicit ideas on water-saving options		1	
Conduct an inventory of water fixtures		1	
Minimize irrigation of lawn and landscape areas		1	
Plant drought-tolerant, native plants		1	
Irrigate during cooler times of day (usually morning)		1	
Use drip irrigation		1	
Repair plumbing leaks		1	
Replace inefficient fixtures with low-flow varieties, such as low-flow toilets, shower heads, and faucets		1 point; 1 additional point for every 3 additional fixtures	
Install no-touch sensor water fixtures		1	
Collect and use rainwater or other gray water for watering plants		1	
Create signage, such as water-saver reminders in bathrooms and kitchens, to encourage employees and clients to conserve water		1	
Establish guidelines for reducing water use when washing organization's vehicles		1	
Install EPA WaterSense faucets in all bathrooms		1 point for each faucet	
Install EPA WaterSense toilets in all bathrooms		5 points for each toilet	
Create a rain garden		5	
Install rain barrels		3	
Protect local waterways by shoveling snow promptly, reducing use of excess salt on sidewalks and parking lots, and using alternative melting products and practices when removing ice		1	
<b>Waste Reduction</b>			
Review one year's worth of trash bills and recycling amounts to establish a baseline		2	

Identify your waste streams	2	
Establish an organizational waste reduction goal – 5%, 10%, 15%, etc.	2	
Meet with staff to solicit ideas on reducing waste	1	
Conduct staff training on the economic and environmental impacts of litter	1	
Does your company recycle?	1 point if yes	
Standardize the practice of double-sided printing and copying	1	
Use single dispensers for straws and napkins to avoid waste	1	
Make at least 50% of newsletters, reports, paycheck vouchers, etc. available online	1	
Convert from Styrofoam and single-use containers to reusable or compostable items	1	
Donate used electronics or use e-waste recycling options	1	
Minimize water bottle use with a water cooler, filtered water pitcher, or by providing reusable water bottles	2	
Reuse office supplies (envelopes, file folders, etc.)	1	
Purchase supplies in bulk instead of single products to reduce packaging of these products	1	
Offer discounts or rebates for customers who provide their own packaging (i.e., bags, cups)	1	
Implement a composting program	1	
Implement digital document storage to reduce paper use	1	
Keep recycling collection separate from trash collection	1	
Use a hand-dryer or towels to eliminate paper waste in restrooms	1	
Provide composting for employee food waste	1	
Ensure that waste haulers do not create litter during the pickup process. Specify ways to reduce litter during transfer from dumpster to truck	1	
Publicize your organization's anti-littering policy on signs and packaging	1	

For restaurants, allow customers to choose “no utensils” for take-out orders		1	
<b>Purchasing</b>			
Review one year’s worth of purchasing records to inform future purchasing strategies		2	
Select vendors based on criteria regarding product sustainability and/or sustainable business practices		2	
Establish an organizational waste reduction goal – 5%, 10%, 15%, etc		2	
Prioritize selection of non-paper products and supplies that incorporate recycled materials (e.g., recycled content carpet, acoustic tiles, garbage bags, etc.)		1	
Purchase computers and similar electronic equipment that are EPEAT certified		1	
Establish a companywide sustainable or local products purchasing policy		1	
Specify selection of water-efficient plumbing fixtures (i.e., WaterSense certified) in purchasing policy		1	
Use at least 30% or more post-consumer recycled printer/copier paper		3	
Select at least 30% or more post-consumer recycled-content paper products (e.g., envelopes, paper towels, toilet paper, file folders, notepads, etc.)		3	
Install air filters (in the HVAC system or freestanding) that trap airborne pollutants		1	
Use low- or no-VOC paints, finishes, and adhesives		1	
Use “greener” cleaning products (e.g. Greenseal), and insist that cleaning companies you employ also use these products		1	
Pick GreenGuard materials and products (e.g. carpet, textiles, etc)		1	
Use integrated pest management (IPM) on grounds <a href="http://www2.ipm.ucanr.edu/WhatIsIPM/">http://www2.ipm.ucanr.edu/WhatIsIPM/</a>		1	
Source 25% of purchases locally/regionally (w/in 150 miles)		1	
<b>Transportation</b>			
Identify strategies applicable to your business or organization to reduce fuel use (either in your fleet or employee and services supply chain)		2	

Either (a) benchmark transportation costs/fuel use based on fuel purchase records or (b) identify travel patterns of your members/employees and supply chain services	2	
Establish a company/organizational fuel reduction goal (5%, 10%, 15%, etc)	2	
Demonstrate routine vehicle upkeep using three years' worth of vehicle maintenance records	1	
Institute a tele-work schedule policy	3	
Integrate online, video, and teleconferencing into meetings	2	
Encourage employees/members to walk, bike, or use public transportation to, from, and during work hours	1 point per employee	
Add showers on site or make available a nearby gym (with an organizational subsidized membership) for employees	3	
Make bicycle racks visible at customer and employee entrances to your building	1	
Offer incentives for employees who use fuel-efficient vehicles (EVs/hybrids/cars w/27mpg)	1 point per employee	
Meet with staff to solicit ideas on reducing fuel costs or improving transportation options/transit schedule info	1	
Participate in Commuter Connections or Bike to Work Day	1 point per employee	
Purchase from local vendors to reduce mileage necessary to source products when possible	1	
Schedule deliveries for off-peak hours or bundle deliveries or services to maximize efficiency	1	
Institute a no-idling policy for organizational vehicles, delivery vehicles, and/or members and customers	1	
Require selection of fuel-efficient rental vehicles for organizational business	1	
Regularly check fleet/employee/member tire pressure for optimal fuel performance	1	
<b>TOTAL POINTS EARNED</b>		